**Getting started with online learning using Facebook**

**The link below is very useful in showing you how to set up a course on Facebook.**

<https://contentsparks.com/80875/facebook-groups-online-course-platform/>

[**Stephen Heppell: Using Facebook in the Classroom**](http://www.heppell.net/facebook_in_school/)This page outlines the dos and don’ts of using Facebook with students. Examples include the following (and much more):

* Do – build a separate teacher page for your “teacher” presence.
* Do – keep your teacher and personal page very separate
* Do – post pictures of school/lessons/trips – even diagrams you put on the board (snap them with your phone and post them) – it reminds students that you are there, generates a pride in the school and reminds them that this is not a vacuous space!
* Don’t – ‘friend’ students yourself – not even as your “teacher” presence.
* Don’t – accept complete ignorance of Facebook as an excuse for dangerous school policies like blanket bans. Instead offer to be an action researcher and try it out for a year.

**More detail in the link** - <http://www.heppell.net/facebook_in_school/>

<https://www.efrontlearning.com/blog/2013/04/using-facebook-as-a-learning-platform.html>

**Remember the generic advice in relation to safety and delivering online resources**

**Staff advice around safeguarding**

The use of online delivery applications and recordings can be very beneficial to learning, teaching and assessment. However, the associated risks should be carefully managed.

Please ensure your own Safeguarding (including Prevent) training is up to date.

Follow these **generic protocols** when using the online delivery applications to ensure the safety of yourself and your learners.

* Ensure that permission is sought to use recordings of learners and staff – see updated multimedia consent form
* Carefully assess the use of recordings of any type when sharing or distributing online to ensure that the use does not place any individual in a vulnerable position or go beyond permissions granted by individuals.
* Professional accounts: do not create/use platforms with personal accounts, if needed create a separate email account to use for your professional role
* If creating a video or live stream, consider your background. This should be neutral with no personal photos or likelihood of other people being seen/identified
* Consider background noise e.g. conversations that might be overheard, music and TV.
* Ensure groups are closed groups
* Consider how input from others is controlled e.g. ensure that there is option for learners to opt out of video (camera off), tutor to control who has open mic.
* Identify to learners if the session will be recorded
* Ensure the tutor has full control of who is allowed to present/share screen
* Be mindful that some learners may not wish to turn on their video on, on a particular day/days/session.
* It is good practice to have a moderator (additional Tutor, LSA or Skills Coach) to support delivery of the chat to ensure comments are appropriate and questions flagged to the tutor
* Tutor Attire should be the same as when you teach face to face – smart and professional

**Set or update ground rules for learners, consider:**

Location

* + When joining a class/session make sure you choose an appropriate place. This needs to be somewhere quiet where you are able to focus.
  + If you are using a video interaction/webcam, then bedrooms are not always considered suitable places. If this is the only option for you then please think about what is on display and try to have a neutral background.

Behaviour

* + Language and behaviour should be the same level as if you were in an actual classroom.

Privacy

* + Consider the privacy of others in your household and ensure if you are using video/webcam that others are not visible and avoid backgrounds that show personal items e.g. photos. Some platforms allow you to blur your background

Dress and attire

* + Dress as if you would in a classroom – no pyjamas. This helps create a professional mindset and helps to create a focused time.

Some examples of ground rules:

1. No good morning / good night messages

2. No personal messages

3. No forwarded irrelevant information / message

4. No sharing of activities of one group with other groups (creates confusion among students of other classes).